

STATE OF CALIFORNIA

**Department of Parks and Recreation**

# **CAREER OPPORTUNITY BULLETIN**



**Date: April 2, 2013**

**Bulletin # 832**

This Career Opportunity Bulletin may also be viewed on our website at

[www.parks.ca.gov](http://www.parks.ca.gov)

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

## **HOW TO APPLY**

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

**FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: April 15, 2013**

California Relay Service

**TDD 1-800-735-2929**

Jobs Phone Line

**1-916-653-6995**

California State Parks is an equal opportunity employer. It is the Department's policy to ensure that all personnel actions will be conducted in a nondiscriminatory manner. All personnel procedures will be conducted in full compliance with all Federal and State employment requirements. The Department will ensure maintenance of a personnel system which provides equal employment opportunity in hiring, training and promotion – under all terms and conditions of employment – for all purposes, at all levels of the Department's workforce – regardless of age, sex, race, color, creed, religion, political affiliation, natural origin, genetic characteristics, ancestry, disability, medical condition, marital status, veterans status, and sexual orientation. For information concerning the complaint process, contact an EEO Counselor or the Human Rights Office.

## **Career Opportunity Bulletin #832**

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

- **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST – ADMINISTRATIVE SERVICES DIVISION/BUSINESS MANAGEMENT SERVICES SECTION/HEADQUARTERS/SACRAMENTO**
- **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST/STAFF SERVICES ANALYST – FACILITIES MANAGEMENT DIVISION/MOBILE EQUIPMENT WAREHOUSE**
- **ASSOCIATE PERSONNEL ANALYST/ ASSOCIATE GOVERNMENTAL PROGRAM ANALYST – ADMINISTRATIVE SERVICES DIVISION/ PERSONNEL SERVICES SECTION/CLASSIFICATION AND PAY UNIT/HEADQUARTERS/SACRAMENTO**
- **GRAPHIC DESIGNER III (LIMITED TERM – 24 MONTHS) – INTERPRETATION AND EDUCATION DIVISION/HEADQUARTERS/SACRAMENTO**
- **MANAGEMENT SERVICES TECHNICIAN – SAN DIEGO COAST DISTRICT**
- **PARK MAINTENANCE CHIEF III – SIERRA DISTRICT**
- **STAFF SERVICES ANALYST – COLORADO DESERT DISTRICT**
- **STAFF SERVICES MANAGER II – ADMINISTRATIVE SERVICES DIVISION/ PERSONNEL SERVICES SECTION/HEADQUARTERS/SACRAMENTO**

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

*The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.*

- **STATE PARK PEACE OFFICER (RANGER) – NORTH COAST REDWOODS DISTRICT/REDWOOD COAST SECTOR/PATRICK'S POINT STATE PARK**
- **STATE PARK SUPERINTENDENT II – ANGELES DISTRICT/TOPANGA SECTOR**
- **STATE PARK SUPERINTENDENT II – INLAND EMPIRE DISTRICT/MOUNT SAN JACINTO SECTOR**

### WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314.

Only the most qualified candidates will be selected for an interview. All appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

#### UNIT 7 (California Statewide Law Enforcement Association – CSLEA)

Positions for voluntary geographic transfers will be filled in accordance with Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

#### Unit 12 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

#### Unit 13 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the unit 13 collective bargaining agreement.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**549-074-5393-004**

### **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$4400 - \$5348) – ADMINISTRATIVE SERVICES DIVISION/BUSINESS MANAGEMENT SERVICES SECTION/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters located in Sacramento. This position will work under the direction of the Staff Services Manager I of the Procurement/CAL-Card Services Unit. The Business Management Services Section offers the potential for professional growth and development in a supportive environment. This position offers the opportunity to work in a team environment. The Procurement/CAL-Card Team is responsible for the administration of the Department's Delegated Purchasing Authority procurement activities. The incumbent must have excellent analytical, interpersonal, computer (Microsoft programs), organizational, and writing skills. This position will work with employees at all levels within the Department in preparing, analyzing, and reviewing a wide variety of procurement related activities and contracts; developing and maintaining numerous databases, spreadsheets, statistical reports and websites; coordinating and assisting CAL-Card training sessions; preparing verbal and/or written responses to inquiries from control agencies and bank representatives. In order to be successful, the incumbent should possess a California Procurement and Contracting Academy (CAL-PCA) Basic Program Certification or be willing to complete the required courses within one year. Some travel to Field Offices will be required. We are located close to the State Capitol, Downtown and Light Rail. **Please reference Position number 549-074-5393-004 on State Application. State housing is not available.** For further information regarding this position, please contact Danelle Hosmann at (916) 653-7805 or [Danelle.Hosmann@parks.ca.gov](mailto:Danelle.Hosmann@parks.ca.gov).

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**549-802-5393-007**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$4400 - \$5348)/STAFF SERVICES ANALYST (\$2817 - \$4446) – FACILITIES MANAGEMENT DIVISION/MOBILE EQUIPMENT WAREHOUSE**

The reporting location for this position is the Mobile Equipment Warehouse located at 4940 Lang Avenue, Building G at McClellan Park in North Highlands. This position will work under the direction of the Chief of Mobile Equipment. Primary responsibilities of this position include equipment tracking and analysis in the Department of General Services' Fleet Asset Management System (FAMS) and the Department of Parks and Recreation's Maximo Asset Management Program (Maximo), including entering, review, approval, and reports for statewide Department of Parks and Recreation mobile equipment property transactions, and assisting with procurement, inspections, distribution, and disposal of the Department's mobile equipment. The incumbent will process purchase documents and invoices, update the purchasing web enabled database (Schedule 9), review and analyze Fiscal Tracking System (FTS) reports, gather vehicle emission data for the CA Air Resources Board, process toll violations, assist with Department of Motor Vehicle (DMV) vehicle registrations, and provide technical assistance in developing and processing contracts. Responsibilities also include providing analytical support such as preparation and analysis of vehicle usage reports, FAMS reports, annual equipment allocations, fiscal expenditure reports, as well as to perform field inspections and develop written procedures. This position requires the knowledge and ability to interpret various reference sources applicable to equipment and property including, but not limited to, the State Administrative Manual, departmental manuals, agency directives, etc. Good written and verbal communication skills are required. This position will require statewide travel. Class C California driver's license is desirable. This position may be downgraded for recruitment purposes. Training and Development assignments will be considered. **State housing is not available.** For further information regarding this position, please contact Case Belltawn at (916) 870-9121 or [Case.Belltawn@parks.ca.gov](mailto:Case.Belltawn@parks.ca.gov).

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**549-066-5142-014**

**ASSOCIATE PERSONNEL ANALYST (\$4400 - \$5348)/ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (\$4400 - \$5348) – ADMINISTRATIVE SERVICES DIVISION/ PERSONNEL SERVICES SECTION/CLASSIFICATION AND PAY UNIT/HEADQUARTERS/ SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Staff Services Manager I. The incumbent will independently perform the full range of the more responsible and complex analysis related to the personnel management program. The incumbent will be responsible for a variety of analytical tasks and projects related to classification allocation, appropriate pay levels, organizational structure, hiring, progressive discipline consultation, adverse actions, procedure writing and other related activities in support of the personnel services function. Occasional travel to conduct Classification and Pay training classes may be required.

**DESIRABLE QUALIFICATIONS:**

- Knowledge and experience with Classification & Pay
- Knowledge of Department of Personnel Administration, State Personnel Board and State Controller's Office laws and rules
- Ability to organize and establish workload priorities and work well under pressure
- Ability to exercise initiative and flexibility
- Ability to work effectively both independently and cooperatively with others
- Ability to effectively communicate, both orally and in writing, and possess excellent clerical skills
- Ability to reason well and use good judgment
- Dependable, punctual, with an excellent attendance record
- Knowledge of modern office methods and equipment, including experience with personal computers utilizing Microsoft Outlook, Word, Excel, PowerPoint, etc.

*The incumbent must be able to work until 5:00 p.m. **State housing is not available.** For further information regarding this position, please contact Melissa Hansen at (916) 653-3416 or [Melissa.Hansen@parks.ca.gov](mailto:Melissa.Hansen@parks.ca.gov).*

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**549-830-2886-003**

**GRAPHIC DESIGNER III (LIMITED TERM – 24 MONTHS)(\$4367 - \$5309) –  
INTERPRETATION AND EDUCATION DIVISION/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Staff Park and Recreation Specialist in the Interpretive Publications Section. The incumbent will be responsible for the concept, development, and production of complex graphic design work, including brochures, maps, posters, exhibit panels, and special publications. The incumbent will work as a team with the section's Research Writer, Associate Editor, Interpreters, and other Graphic Designers to create quality publications. Desirable qualities include excellent time management and organizational skills, as well as knowledge of interpretive principles, methods, and media. Experience with Adobe Creative Suite, Illustrator, Photoshop, and InDesign applications in both a PC and Macintosh environment is preferred. Knowledge of offset printing and silk-screen reproduction processes is desirable. **The successful candidate hired via an examination list will be appointed for 12 months, with a possible extension of another 12 months. The successful candidate must maintain list eligibility in order for the limited term assignment to be extended for the second 12 months. This position may become permanent after the limited term assignment is complete. The successful candidate must also maintain list eligibility in order for the limited term assignment to be upgraded to a permanent full time position. State housing is not available.** For further information regarding this position, please contact Victoria Yturralde at (916) 653-9945 or [Victoria.Yturralde@parks.ca.gov](mailto:Victoria.Yturralde@parks.ca.gov).

**549-935-5278-003**

**MANAGEMENT SERVICES TECHNICIAN (\$2495 - \$3426) – SAN DIEGO COAST DISTRICT**

The reporting location for this position is the District Office in Old Town San Diego State Historic Park. This position will work under the direction of the District Administrative Chief. San Diego Coast District is looking for a highly motivated and dedicated individual who wants to become part of a great team of park professionals. The incumbent is responsible for personnel functions including attendance, payroll, and benefits for approximately 87 full time positions and over 150 seasonal positions. This position accomplishes most tasks on an independent basis and should be skilled in using Microsoft Excel and Microsoft Word. The incumbent should possess skills in prioritizing and time management, customer service, communication, and team membership. The incumbent should be analytical, resourceful, punctual, and dependable. The District seeks someone who enjoys helping others and brings a positive outlook to the office. **State housing is not available.** For further information regarding this position, please contact Nellie Gonzalez at (619) 278-3765.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**549-683-9918-001**

**PARK MAINTENANCE CHIEF III (\$4959 - \$5987) – SIERRA DISTRICT**

The reporting location for this position is the Sierra District Office in Tahoma at Sugar Pine Point State Park. This position will work under the direction of the District Superintendent. The incumbent is the District Facility Program Manager for the Sierra District and directly supervises the Facility Maintenance Program staff. The incumbent is an integral member of the District Management Team and develops, administers, and monitors all programmatic aspects of the District's facility program and ensures compliance with all associated policies and regulations. This position leads/assists in planning, developing and administration of all park projects/programs including the Project Evaluation Form (PEF) process, Category 1 Facility program, contract development, fleet, recycle program, property inventory and management, pest management, Computerized Asset Management Program (CAMP), deferred maintenance/Park Infrastructure Database (PID), Water/Wastewater program, fiscal tracking, Road and Trail program, grant application and management of special funded projects, and the Injury and Illness Prevention Program (IIPP). The incumbent will work closely and cooperatively with the District Administrative Chief and program managers in the operation of the District as well as the Local, State and Federal Agencies, Regulatory Agencies such as Tahoe Regional Planning Agency, Fish and Game, US Fish and Wildlife, Air and Water Quality Control Board, and Park Partners and Concession Operators. **State housing is not available.** For further information regarding this position, please contact Marilyn Linkem at (530) 525-9523 or [Marilyn.Linkem@parks.ca.gov](mailto:Marilyn.Linkem@parks.ca.gov).

**549-940-5157-001**

**STAFF SERVICES ANALYST (\$2817 - \$4446) – COLORADO DESERT DISTRICT**

The reporting location for this position is the Colorado Desert District Office located in Borrego Springs. This position will work under the direction of the District Administrative Chief. The Staff Services Analyst is responsible for independently initiating and accomplishing the work load associated with the preparation and award of public works and service contracts for all park units and resource programs. The incumbent will monitor payments and progress of contracts until completion, assist with reconciliation and balancing of Calstars, act as lead for the front office, assist with preparing a monthly work schedule, and may also assist with duties in Personnel. This is a challenging job with great opportunities for personal growth and has a lively, creative work atmosphere. **State housing is not available.** For further information regarding this position, please contact Wendie Wallace at (760) 767-4037.



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**549-066-4801-003**

**STAFF SERVICES MANAGER II (\$5576 - \$6727) – ADMINISTRATIVE SERVICES DIVISION/  
PERSONNEL SERVICES SECTION/ HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Personnel Officer, Staff Services Manager III. This position will oversee the staff and functions of the Risk Management Unit, Labor Relations Unit and one other unit within the Personnel Services Division. Significant experience in Labor Relation is required, and experience in Risk Management or Classification and Pay is highly desirable. Only the most qualified candidates will be interviewed. **State housing is not available.** For further information regarding this position, please contact Katerina Jose at (916) 653-0528.

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*The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer*

**548-637-0983-008**

**STATE PARK PEACE OFFICER (RANGER)(\$3344 - \$5265) – NORTH COAST REDWOODS DISTRICT/REDWOOD COAST SECTOR/PATRICK'S POINT STATE PARK**

The reporting location for this position is Patrick's Point State Park. This position will work under the direction of the State Park Peace Officer Supervisor Ranger. This position may be required to work in other district park units as needed. This position is responsible for visitor services and resource protection programs which include but are not limited to campground operations, seasonal staff, revenue collection, and interpretation. **State housing is not available. This position is pending Budget Office and Executive Personnel Review Committee approvals.** For further information regarding this position, please contact Maury Morningstar at (707) 677-3132 or [Maury.Morningstar@parks.ca.gov](mailto:Maury.Morningstar@parks.ca.gov).

**548-916-0978-001**

**STATE PARK SUPERINTENDENT II (\$5525 - \$7330) – ANGELES DISTRICT/TOPANGA SECTOR**

The reporting location for this position is Will Rogers State Historic Park. The incumbent will work under the direction of the District Superintendent and manages the core programs of the units including Will Rogers State Historic Park and Topanga State Park. This challenging assignment encompasses the entire range of activities including museum services, administration, resource management, real property management, interpretation, public safety, recreation, and maintenance. The ability to work effectively with the various communities, volunteers, concessionaires, and non-profit groups is desirable. A commitment to the Department's mission is a must including the notion of the generalist ranger. **State housing is not available.** For further information regarding this position, please contact Craig Sap at (818) 880-0396 or [Craig.Sap@parks.ca.gov](mailto:Craig.Sap@parks.ca.gov).

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

*The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer*

**548-954-0978-001**

**STATE PARK SUPERINTENDENT II (\$5525 - \$7330) – INLAND EMPIRE DISTRICT/MOUNT SAN JACINTO SECTOR**

The reporting location for this position is the Mount San Jacinto State Park office, located in Idyllwild. This position will work under the direction of the District Superintendent. The Sector Superintendent has full responsibility for the overall operation of the sector. The incumbent will be responsible for overseeing the entire visitor services and technical services functions of the sector and will perform administrative, resource management, real property management, interpretation, public protection, and law enforcement functions. This position requires interaction with local cities and counties, park districts, community groups, land trusts, volunteer groups, and associations. This is a challenging position and is best suited for a highly energetic, innovative individual who has a commitment to the Department's mission to ensure quality public service within budgetary constraints. **State housing is available.** For further information regarding this position, please contact Ron Krueper at (951) 940-5622 or [Ron.Krueper@parks.ca.gov](mailto:Ron.Krueper@parks.ca.gov).

**\*\*\*\*\* EXAMINATIONS \*\*\*\*\***

The Department of Parks and Recreation has scheduled the following examinations.

Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation

Personnel Office

ATTENTION: EXAM UNIT

P.O. Box 942896

Sacramento, CA 94296-0001

A complete list of open exams given on a statewide continuous basis can be viewed at [www.jobs.ca.gov](http://www.jobs.ca.gov). On this website, you can search for open exams by choosing "State of California" from Department drop down menu and then select the "search" button. You can then review exam bulletins to determine if you meet the minimum qualifications to be admitted to the examination. Below are a few exams currently being offered:

Classification: ACCOUNTANT TRAINEE

Recruitment number: 097500-00104179-9PB31

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to [www.jobs.ca.gov](http://www.jobs.ca.gov)

Classification: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Recruitment number: 097500-00105393-9PB04

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to [www.jobs.ca.gov](http://www.jobs.ca.gov)

Classification: ENVIRONMENTAL SCIENTIST

Recruitment number: 097500-00100762-9PB01

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to [www.jobs.ca.gov](http://www.jobs.ca.gov)

Classification: STAFF SERVICES MANAGER I

Recruitment number: 097500-00104800-9PB19

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to [www.jobs.ca.gov](http://www.jobs.ca.gov)

Classification: STAFF SERVICES MANAGER II

Recruitment number: 097500-00104800-93914M

Final Filing Date: CONTINUOUS

Exam Base: MULTI DEPARTMENTAL OPEN

If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to [www.jobs.ca.gov](http://www.jobs.ca.gov)

**\*\*\*\*\* EXAMINATIONS CONTINUED \*\*\*\*\***

**DEPARTMENTAL EXAMS**

**None at this time.**